

# Environmental Sciences

## Temporary Wage Employee Request Form

Please fill out each block below for temporary employee requests. This is NOT the form to hire current UVA employees or students. Make sure you provide at least two-weeks processing time. If you know who you want to hire – advise them to submit an application to the UVA Temporary pool at <https://hr.virginia.edu/careers-uva/uva-temps/become-uva-temp>. Send the completed form as an e-mail attachment to [kcm9e@virginia.edu](mailto:kcm9e@virginia.edu) - Karen Mercer.

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### Requested temp hire information:

PTAO

Date prepared

Name of Candidate (if known)

Candidate e-mail (if known)

Position Start Date

Position End Date:

Position Title

**To be paid  
Bi-weekly**

Job  
Description

Skills /  
Duties for  
this position

Hourly  
pay-rate

Total Hours  
per week

Working Hours

Physical work location

Parking instructions

Any additional information:

Name of hiring supervisor

Supervisor E-mail

Supervisor's phone

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### **For EVSC Administrative Processing only**

Contact Person

Contact ph #

Contact e-mail

Organization name & no.

WD processed

WD Job #

LD assignment #

Spreadsheet

Notify supr

Done